

FAQs for Long Term Care Licensure

Q. How do I apply for a license to operate a nursing home?

A. Prior to completing and submitting an application to the Office of Health Care Quality, you must obtain a Certificate of Need (CON) from the Maryland Health Care Commission. You may obtain information about that process at the following website:

<http://mhcc.dhmfh.maryland.gov/certificateofneed/Pages/default.aspx>. Once that process is complete and you have obtained a certificate of need, then you would download and complete the application on the OHCQ website.

Q. What requirements do I have to fulfill if I am seeking Medicare/Medicaid?

A. If seeking Medicare/Medicaid, you must meet the requirements of COMAR 10.07.02 & 10.07.09 and have an approved form 855 (fiscal intermediary approval).

Q. Why didn't I receive a renewal application in the mail?

A. OHCQ stopped mailing renewal applications out in 2000. The renewal application is on the OHCQ web site under the LTC link: <http://dhmfh.maryland.gov/ohcq/LTC/SitePages/Licensure-Application.aspx>

Q. Do I need to complete the entire application when renewing my license?

A. Yes you must complete the entire renewal application as noted in the directions listed with the renewal application packet

Q. Who should I make the check out to for the required fees?

A. Department of Health & Mental Hygiene.

Q. Where is the ownership information provided?

A. The part of application that captures this information is included in the Medicaid application in the application packet. If your facility is not applying for Medicaid, then you should complete the PROVIDER OWNERSHIP AND CONTROL DISCLOSURE FORM.